

## State Agency Records Transfer Procedures for the State Records Center

### Transfer Process

1. Preparation and Packing of Records
2. Paperwork Requesting Transfer from Agency to State Records Center
3. Review of Transfer Request
4. Scheduling the Transfer of Records
5. Transfer of Records

### Step 1: Preparation and Packing of Records

- Agency identifies records eligible for transfer to the State Records Center and packs them in standard cubic-foot boxes (15.5" x 12.5" x 10.5").
  - New boxes are preferred. Used boxes are acceptable, if in good condition. Any old labels must be removed or have no readable information.
- Use RMD Form 3 (<http://libraries.ok.gov/wp-content/uploads/RTF-RMD-Form-3.rtf>) to create labels for each box. Agencies may create their own form, but the general arrangement of the information must be similar. Agencies must include the same information found on the RMD Form 3 but may add additional information if necessary.
  - Include enough information in the Title of Records field to enable agency staff to identify where to find a specific file.
  - Labels should be accurate and complete.
  - Labels should match the transfer paperwork completed in Step 2.
- Affix labels to one short side and one long side of each box.
  - Labels should be affixed before the boxes are transferred to the State Records Center.
  - Boxes without labels will not be accepted.
  - If necessary, please tape the labels to secure them to the boxes. Avoid covering the Accession Number field on the label with tape.

### Step 2: Paperwork Requesting Transfer from Agency to State Records Center

- Agency completes RMD Form 2 (<http://libraries.ok.gov/wp-content/uploads/RTF-RMD-Form-2-.rtf>) for the boxes packed in Step 1.
- Other than the state agency information, the critical fields include:
  - Signature and Title of Authorizing
  - Records Disposition Schedule Number or Records Disposition Authorization Number
  - Series Number
  - Series Title
  - Inclusive Dates (specify if it is CY, SFY, or FFY)
  - Volume
  - Authorized Disposition

### Step 3: Review of Transfer Request

- Agency emails completed paperwork to State Records Center staff at [archives@libraries.ok.gov](mailto:archives@libraries.ok.gov).
- State Records Center staff will review the paperwork and will contact the agency if there are questions.
- Transfers will only be accepted with accurate and complete paperwork.

#### **Step 4: Scheduling the Transfer of Records**

- Once transfer paperwork has been approved by State Records Center staff, the agency can schedule a time to transfer the records to the State Records Center.
- The State Records Center is open every Monday and Wednesday from 8:00-10:00 a.m., excluding state holidays.
- Transfers outside the normal operating hours for the State Records Center may be scheduled under special circumstances.

#### **Step 5: Transfer of Records**

- The agency is responsible for transporting records to the State Records Center at the scheduled time.
- The State Records Center is located at 426 E. Hill Street in Oklahoma City.
  - The building is located just north of the Capitol on the west side of Lincoln between NE 32<sup>nd</sup> Street and NE 34<sup>th</sup> Street.
  - The telephone number is (405) 524-4416. If the State Records Center is not open, you may contact us at (405) 522-3579.
- Agency staff is responsible for unloading all boxes and placing them in stacks of five in numerical order (ascending or descending order is acceptable).
  - Place stacks where State Records Center staff indicate and leave one foot of space between each stack so that labels may be checked and stamped with the accession number.
  - In the event an agency is using a moving company or temporary staff to deliver the records, the records coordinator or agency staff must be onsite for the transfer unless arrangements have been made in advance with State Records Center staff.
- If possible, at the time of the transfer, State Records Center staff will ensure the transfer paperwork matches the box labels and the number of boxes delivered. Any discrepancies will need to be corrected by the agency before the boxes are accepted and accessioned.
- State Records Center staff will complete the transfer form by adding an accession number and the location of the boxes.
- Depending on the size of the transfer, State Records Center staff will give the agency a copy of the completed paperwork in person at the time of transfer or shortly thereafter via email or interagency mail.

**For any questions about the records transfer process, contact State Records Center staff at (405) 522-3579 or [archives@libraries.ok.gov](mailto:archives@libraries.ok.gov).**